

ISSUING AUTHORITY: Indiana Department of Correction, Reentry Division, Community Corrections Section		REVISED DATE: 06/02/2010
APPLICABLE TO: Community Corrections Grant Act Programs		
TITLE: Procedural Bulletin #11	SUBJECT: Disbursement of Grant Funds	
TEXT: <div style="margin-left: 40px;"> PURPOSE: To establish the minimum policies for the disbursement of grant act funds. </div> <div style="margin-left: 40px;"> LEGAL REFERENCE: IC 11-12-2-12 210 IAC 2-1-4 IC 11-8-2-5 </div> <div style="margin-left: 40px;"> RELATED BULLETINS: Procedural Bulletin #9 Procedural Bulletin #10 Procedural Bulletin #19 </div>		

Disbursement of Grant Funds/Carryover

I Grant Funds Disbursement Schedule

All counties awarded a Community Corrections Grant will be advanced twenty-five percent (25%) of their base grant total plus twenty-five percent (25%) of Community Transition Funds allowed during the first month of the fiscal year.

A. Subsequent Distribution of Remaining Funds

The remainder of the base grant funds will be distributed monthly at the rate of one twelfth (1/12) of the remaining grant balance. This monthly payment will be made in arrears. Additional Community Transition funds will be paid as claims for reimbursement are submitted.

1. Responsible Person: Department Deputy Controller (IDOC)
 - a. Process claim vouchers within the first ten working days of the month with the State Auditor.
 - b. Mail statements of electronic funds deposits and a summary of monthly payments to county within three (3) working days.
2. Responsible Person: State Auditor
All payments will be direct deposited from the State Auditor to the county pursuant to Indiana code 4-13-2-14.8.
3. Responsible Person: Program Director
Verify amounts deposited on statement with County Auditor upon receipt from the Department.

B. Carryover Policy

Grant funds not spent within the grant year will be assessed as part of the fiscal audit for each grant year. The county will receive an invoice for the amount of the carryover funds to be repaid to IDOC upon receipt.

1. Responsible Party: Program Director
Calculate carryover and await IDOC audit to verify accuracy.
2. Responsible Party: Department Auditors (IDOC)
 - a. Audit carryover
 - b. Notify Controller (IDOC) of carryover amount calculation.
3. Responsible Party: Controller
Send out invoice to affected CCGAP Director for amount of carryover to be repaid by the county.